

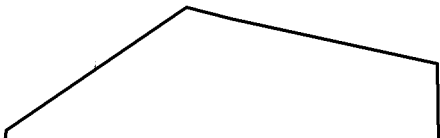
8 APR 1965

MEMORANDUM FOR: Records Administration Officer, DD/S
THROUGH: Chief, Administrative Staff, DD/I
SUBJECT: Elimination of Inactive Records, Contact Division
REFERENCE: HN

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1. A review of the total records program in Contact Division was begun in October 1964. A room by room audit of files and records has resulted in the destruction or return to the originator of 160 cubic feet of classified material. This has emptied 8 four-drawer safes and 8 five-drawer file cabinets. In addition, 18 feet of unclassified material was returned to the CIA Library. An additional 30 cubic feet of records is under current review for destruction which will empty three more safes. This will make a total saving of the use of 11 four-drawer safes and 8 five-drawer files.

2. A review of Contact Division inactive records has reduced retention time on two items. One file series was determined obsolete which permitted the destruction of 8 cubic feet of records. In addition, a review of punched card holdings in the Vital Materials Center resulted in the destruction of 460,000 cards and freed 46 cubic feet of space for other use.


Assistant Director for Operations

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